



California
**Department of
Conservation**
Oil, Gas, & Geothermal Resources

WellSTAR

User Reference Guide

Well
Maintenance
Module 1

Table of Contents

COURSE OVERVIEW	3
COURSE DESCRIPTION.....	3
1 SUBMIT WELL MAINTENANCE	4
1.1 SUBMIT WELL MAINTENANCE FORM	4

COURSE OVERVIEW

Course Description

This course describes that well stimulation and cleanout information is tracked and maintained within the Well Stimulation capability. This includes, but is not limited to, managing alerts to operators, accepting applications and permits for well stimulation, notification of deadlines, recording testing data and the ability to receive documentation related to end of the treatment and post-simulation.

1 SUBMIT WELL MAINTENANCE

This Section will describe how to submit and review the Well Maintenance. This submission will be primarily completed by external users and then reviewed by the Division.

Lesson Objectives:

- Submit Well Maintenance Form

1.1 Submit Well Maintenance Form

Form Name ↑	Form Category	Purpose	Version	Count
Well maintenance				
Well Maintenance	Well	This online form is used to create and maintain well maintenance data in WellSTAR.	1	3

20 items per page Viewing 1 - 1 from 1 results

Step	Action	Required Fields
1.	From the Home screen, select Online Forms .	
2.	In the search bar on the right, type in “Well Maintenance” .	
3.	Click on the blue hyperlink labeled Well Maintenance .	

Form Information	[Hide Form Navigation]
Please enter information below. * Indicates Required Field	
Form Name Well Maintenance	
Organization * <input type="text" value="Aera Energy LLC (A0610) - Bakersfield, CA"/>	
Well Maintenance Type * <input type="text" value="Single"/>	
Description * <input type="text" value="Well 102 API 02921267 Well Maintenance"/>	
<i>All comments are discoverable records, open to public review.</i>	

Step	Action	Required Fields
1.	Type in the Organization Name and search for the correct organization for the dropdown.	Operator
2.	Select the Well Maintenance Type , single or aggregate.	
3.	Enter in a Description for this Well Maintenance Form.	Description
4.	Click Save and Continue .	

Operator Information

[Hide Form Navigation]

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts.

* Indicates Required Field

Organization Name
Aera Energy LLC (A0610)


Type of Organization
Corporation

Organization Primary Address
10000 Ming Avenue
Bakersfield, CA 933111301

Organization Primary Phone Number
(661) 665-5325

Ext

Contacts					
				Advanced Filtering	Actions
Name ↑	Phone Number	Email	Role	Actions	
Jeffrey Young	(661) 665-5693	jayoung@aeraenergy.comx	Agent		
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@conservation.ca.govx	Submitter		

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click “Actions” .	
4.	Click “Add Contact” .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue “Update” button.	
7.	Click “Next” . 	

EDD Upload

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below.

* Indicates Required Field

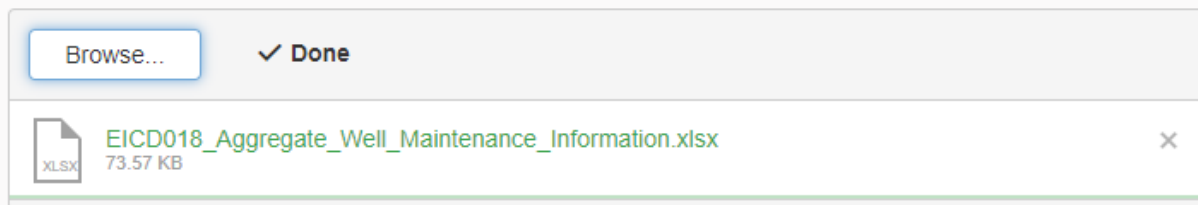
Do you wish to submit Well Maintenance data using an Electronic Data Deliverable (EDD) template? *

Yes No

Step 1: [Download the EDD template.](#)


Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.



Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Step	Action	Required Fields
1.	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If no is selected, move to next step.	
2.	If using EDD, select Yes .	
3.	Download the EDD template using the blue hyperlink .	
4.	Fill out the required fields within the excel EDD template.	
5.	Click the "Select files..." button.	
6.	Locate and select the file from the "Open" window.	
7.	Click "Open" .	
8.	Click  "Next" .	

Please enter information below. If a DOGGR Determination Letter exists, ensure all wells included below are applicable to the letter.

Maintenance Information

Advanced Filtering
Actions ▾

⚙️

API	Status	Validation	Actions
<div style="position: relative; height: 100%; width: 100%;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.5; pointer-events: none;"> <p>Create Record</p> <p>Export - Excel</p> </div> </div>			

⏪ ⏩ 0 ⏪ ⏩

20 ▾ items per page

No results to display 🔄

Step	Action	Required Fields
1.	Click the Actions button.	
2.	Click Create Record .	

Please enter information below.

* Indicates Required Field

API *	<input type="text"/>	Wellbore Code *	<input type="text"/>
Field	<input type="text"/>		
Single Well Maintenance Operations			
Maintenance Operation Start Date and Time *	<input type="text"/>	Reason Filing *	<input type="text"/>
Operation Purpose *	<input type="text"/>	Other Describe	<input type="text"/>
Interval Porosity (%)	<input type="text" value="0.00"/>	Did Acid Reach Formation?	<input type="text"/>
Interval Porosity Source	<input type="text"/>	Other Describe	<input type="text"/>
FAP Code	<input type="text"/>	Pool Name	<input type="text"/>
Treated Zone Top MD (ft)	<input type="text"/>	Treated Zone Bottom MD (ft)	<input type="text"/>
Treated Zones Top TVD (ft)	<input type="text"/>	Treated Zones Bottom TVD (ft)	<input type="text"/>
Wellbore Diameter (in)	<input type="text"/>	Net Feet Pefs (ft)	<input type="text"/>
Total Fluid Volume (gal)	<input type="text"/>	Total Raw Acid Volume (gal)	<input type="text"/>
Acid Volume Per Treated Foot (gal/ft)	<input type="text"/>	Acid Name	<input type="text"/>
Max Treatment Rate (bpm)	<input type="text"/>	Bottom Hole Pressure (psi)	<input type="text"/>
Fracture Gradient (psi/ft)	<input type="text"/>	BHP Calculation	<input type="text"/>
Well Maintenance Determination Request ID	<input type="text"/>		

Cancel Save

Step	Action	Required Fields
1.	Enter the data in the pop-up box from the previous step.	
2.	Click “Save” .	
3.	Click “Next” .	

Document Upload
✕

* Indicates Required Field

Upload New Document

Associate Existing WellSTAR Document

Internal Only

Confidentiality Requested ⓘ

Category

Analytical Data Submission
▼

Type *

Relevant Date * ⓘ

📅

Description *

All comments are discoverable records, open to public review.

Filename * ⓘ

Browse
📁

Cancel
Upload

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Well Maintenance form. This can include: Aggregate Well Maintenance Form, DOGGR Determination, Safety Data Sheet, Supporting Documentation, and, Well Maintenance Determination Request.	
2.	To upload, click Actions Then Add New . A popup will expand below.	
3.	In this popup, input all information. To add the document, select Browse , search for the correct file and click Upload . Or select Associate Existing WellSTAR Document and select the document ID.	Type, Relevant Date, Description, Document ID
4.	Select "Next" . Next	

Associate related online form submissions to this submission by entering the Form ID or Form Description.

Online Form Association

Form ID	Form Category	Title	Description	Actions

Actions ▾ ⚙

Comments

Actions ▾

Add

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

Date Received

I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . This creates a popup. Type in the form ID or name and click “Save” .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click Add Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” for both check boxes. This auto populates the user’s name who is filling out the form.	
4.	Click the button “Preview Submission Summary” to generate the submission.	
5.	When satisfied with the submission, click “Submit” .	

Confirmation



Your form has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	No action needed. NOTE: The form is submitted and goes through an internal review process. The Review Task is created for the Well Maintenance Review Workgroup.	